

Minutes of sixty-second meeting of the Board of the Public Appointments Service held in Chapter House, 26-30 Abbey Street Upper, Dublin 1, at 12noon on 16th October 2015

Present: Ms. Judith Eve (Chairman), Ms. Fiona Tierney, Mr. Paul Lemass, Dr. Eddie Molloy, Ms. Anne-Marie Taylor, Mr. Damien McCallion, Ms. Oonagh McPhillips, Mr. David Cagney, Ms. Catherine Dobbins (Secretary).

Apologies: Ms. Eimear Kenny. _____

Minutes of previous meeting and matters arising

The minutes were agreed and these will be published on the website. It was agreed that as part of the PAS Workplan for 2016, consideration would be given as to how might explicit reference to values be included in the recruitment process.

Declarations of Interest

There were no declarations of interest.

CEO's Report for the Board

Operational Report and Risk Management

The CEO discussed the operational report and highlighted certain areas for the Board. The Board noted the wide range and volume of activity underway and that PAS is operating at capacity. The Board welcomed the support shown by D/PER to PAS in the Estimates process.

The Board discussed the high level of work being conducted in order to recruit for a wide range of professional and technical posts. The CEO informed the Board that there are plans to increase the staff numbers in this area.

The CEO updated the Board on the ongoing Garda Trainee recruitment from the 2013 campaign and on plans for a new campaign (including plans for further streamlining this process). The Board discussed the graduate campaigns which have recently been advertised, and welcomed the interest being shown by candidates in these campaigns. The CEO updated the board on work being done through social media and careers fairs in order to ensure a continued high quality applicant pool in a tighter market than previous years.

The CEO updated the Board on progress with the AP campaign (with assignments likely to commence in four weeks) and appointments being made from the PO campaign.

The Board discussed the range of local authority campaigns which have recently been completed or are currently underway. The CEO stated that learning from these campaigns will be incorporated into any new campaigns being run for this area.

The CEO updated the Board on progress with State Boards which is continuing to operate very well. The Board noted the paper provided in relation to progress to date on this area. The CEO updated the Board on benchmarking being conducted in other jurisdictions in relation to the state boards process and on recent information events organised by PAS for clients in order to enhance awareness and ensure good practices are in place. The Board welcomed attempts to ensure that there are no undue delays on the clients' side and the collating of information on an ongoing basis in order to capture thinking to inform the eighteen month review of the new state boards process. The Board agreed that progress made to date in this area has been a great achievement and a tribute to staff, and agreed that another media campaign would be welcome in order to continue to attract all potentially interested parties. The Board agreed to consider how best to assess the quality of appointments and will forward any such ideas to the CEO for discussion with D/PER.

The Board acknowledged the high level of engagement by PAS staff with the Civil Service Engagement Survey. The recent Special Interest Group meeting (of the Association of Test

Publishers) which was co-hosted by PAS was discussed. It was agreed that the PAS presentations would be circulated to the Board. The Board noted the plans by PAS to participate in the International Careers Fair to be held in 2016.

Financial Position

The Board noted the Financial Report and the level of expenditure to date. The CEO indicated that PAS would be applying for a supplementary estimate to cover the significant amount of additional work undertaken by PAS in 2015. The CEO informed the Board that PAS was likely to get an increased budget in 2016 which would allow additional staff to be allocated to corporate governance related areas and client engagement, and to deliver on the very significant programme of work.

Internal Audit Update

The CEO informed the Board that the meeting due to take place on 15th October had been cancelled as two committee members could not attend. The Board noted that the Strategic Audit Plan for 2016-18 is currently being developed and any input from the Board on areas for potential audit would be welcome.

Key Strategic Issue – Increase client engagement and collaboration whilst providing superior customer service

The CEO gave a presentation to the Board on this key strategic issue and updated the Board on plans to increase the staff working on client engagement (including developing service level agreements and providing support to clients in relation to recruitment and selection) in 2016.

It was agreed that the Board would consider an enhanced funding model (client receipts) and scope of work in 2016.

It was agreed that this presentation would be circulated to the Board.

Corporate Risk Register

The Board reviewed the Corporate Risk Register. The Board will consider a paper on candidate feedback at the next meeting.

Any Other Business

The Board agreed that the recent High Court decision was very welcome; it was agreed that a copy of the decision would be circulated to the Board.

Next Meeting

4th December at 11am.